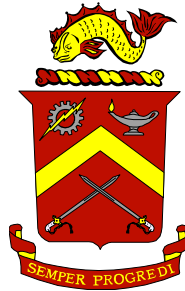# MATMEP Package Overview

Aviation Training Branch
Training and Education Command

INDIVIDUAL QUALIFICATIONS RECORD
TACTICAL DATA SYSTEMS ADMINISTRATOR (MOS 5974)

A. GENERAL, OPERATIONAL AND SAFETY DUTIES

A.1 **Maintain Marine Corps authorized software**

TASK	TASK DESCRIPTION	REFERENCE	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A-1	Identify updates for all software	Applicable TM	*		*	
A-2	Apply updates to current software	Applicable TM	*		*	
A-3	Notify technical support personnel for assistance when needed	Applicable TM	*		*	

A.2 **Write advanced script files**

TASK	TASK DESCRIPTION	REFERENCE	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A-1	Create an advanced script file	Essential System Administration	*		*	
A-2	Save the script	Essential System Administration	*		*	
A-3	Execute the script	Essential System Administration	*		*	
A-4	Test the script	Essential System Administration	*		*	
A-5	Create NFS automounter maps	Essential System Administrator	*		*	

A.3 **Manage Tactical Data System performance**

TASK	TASK DESCRIPTION	REFERENCE	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A-1	Monitor the system utilizing available network analyzers and software	Essential System Administrator	*		*	
A-2	Update system documentation/diagrams	Essential System Administrator	*		*	

A.4 **Configure multiple tactical data systems network**

TASK	TASK DESCRIPTION	REFERENCE	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A-1	Configure routers	Applicable TM	*		*	
A-2	Configure switches	Applicable TM		*	*	
A-3	Use network utilities	Applicable TM		*	*	

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Record Jacket Contents

- **Duty Area – Breaks tasks into categories**
    - General, Operational and Safety
    - Scheduled and Unscheduled Maintenance
    - Maintenance Administration Duties
    - Maintenance Programs

DUTY AREA
TACTICAL DATA SYSTEMS ADMINISTRATOR (MOS 5974)

A. GENERAL, OPERATIONAL AND SAFETY DUTIES

　　　　1. **Maintain Marine Corps authorized software**
　　　　2. **Write advanced script files**
　　　　3. **Manage Tactical Data Systems performance**
　　　　4. **Configure multiple tactical data systems network**
　　　　5. **Plan Tactical Data System network architecture**
　　　　6. **Deploy a maintenance facility**
　　　　7. **Supervise the preparation of equipment for embarkation**
　　　　8. **Coordinate Communications Security Material System Support**
　　　　9. **Recommend T/E Changes**
　　　　10. **Develop Maintenance Standard Operating Procedures (SOP)**
　　　　11. **Plan MACCS Maintenance Support**
　　　　12. **Coordinate the planning of power distribution and grounding**

Tasks in black are unique to MOS.
Tasks in blue are 5900 Common ta

B. SCHEDULED AND UNSCHEDULED MAINTENANCE DUTIES

　　　　1. **Perform troubleshooting of Tactical Data Systems to the SRU**
　　　　2. **Troubleshoot Tactical Data Links**
　　　　3. **Perform Limited Technical Inspection (LTI) on MACCS equipment**
　　　　4. **Direct Maintenance Actions**
　　　　5. **Perform advanced soldering on electronic components**

C. MAINTENANCE ADMINISTRATION DUTIES

　　　　1. **Maintain Turn-Over Folder**
　　　　2. **Request new equipment in service**

D. MAINTENANCE PROGRAMS

　　　　1. **Supervise Maintenance Shop programs**
　　　　2. **Implement Electromagnetic Environmental Effects (E3) Program**
　　　　3. **Prepare electronic maintenance related messages / correspondence**
　　　　4. **Conduct Performance Assurance Reviews**
　　　　5. **Supervise use of cryptographic materials**

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Record Jacket Contents

- Duty Area

- **Skill Progression Level Definitions**

  – Breaks training requirements down by ski

  - Level 1 = Apprentice. * Entry level training
  - Level 2 = Advanced Apprentice. *MOS Essential
  - Level 3 = Journeyman. Standard to which all traini
    *Training Essential
  - Level 4 = Master Technician.

DA MOS 5974 (Continued)

SKILL PROGRESSION LEVEL DEFINITIONS

LEVEL I: An asterisk in Level I indicates the task is taught at the "MOS producing" School.

LEVEL II: An asterisk in Level II indicates the task should be exposed to the Marine before receiving a hard skill MOS. A sign-off in level II indicates the Task was exposed to the individual for the first time. All other occurrences aft.

LEVEL III: An asterisk in Level III indicates the task is considered training essential. A sign-off in Level III indicates the Marine can perform that task w/o direct supervision. The unit is responsible for these sign-offs.

LEVEL IV: Used by the unit to indicate an individual is advanced in technical and supervisory functions. Prior to sign-off, all training essential and training optional tasks in Level III must have been signed-off. Only one sign-off for the Duty Area is required.

Sign-off blanks: (MO/YR)/(INDIVIDUAL'S INITIALS)/(SUPERVISOR'S INITIALS)

Note: Refer to MCO P4790.12_ for further clarification.

Record Jacket Contents

- Duty Area

- Skill Progression Level Definitions

- **Individual Qualifications Summary**
  - Provides a quick reference to an individual's overall level of training in specific duty areas

INDIVIDUAL QUALIFICATIONS SUMMARY
TACTICAL DATA SYSTEMS ADMINISTRATOR (MOS 5974)

NAME / SSN_____ Granted MOS 5974 _____/_____ Level II Completed _____/_____

Level III Completed _____/_____

Level IV Completed _____/_____

DUTY	DESCRIPTION	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A.	GENERAL, OPERATIONAL AND SAFETY DUTIES				
A.1	Maintain Marine Corps authorized software	*		*	
A.2	Write advanced script files	*		*	
A.3	Manage Tactical Data Systems performance	*			*
A.4	Configure multiple Tactical Data Systems Network		*	*	
A.5	Plan Tactical Data System Network architecture	*			*
A.6	Deploy a maintenance facility			*	
A.7	Supervise the preparation of equipment for embarkation				
A.8	Coordinate communications security material system support				
A.9	Recommend T/E changes	*			
A.10	Develop Maintenance Standard Operating Procedures (SOP)				
A.11	Plan MACCS Maintenance Support	*		*	
A.12	Coordinate the planning of power distribution and grounding			*	
B.	SCHEDULED AND UNSCHEDULED MAINT DUTIES				
B.1	Perform troubleshooting of Tactical Data System to the SRU	*		*	
B.2	Troubleshoot Tactical Data Information Links (TADIL)	*		*	
B.3	Perform Limited Technical Inspection (LTI) on MACCS equip			*	
B.4	Direct Maintenance Actions			*	
B.5	Perform advanced soldering on electronic components	*		*	
C.	MAINTENANCE ADMINISTRATION DUTIES				
C.1	Maintain Turnover Folder			*	
C.2	Request new equipment in service	*		*	
D.	MAINTENANCE PROGRAMS				
D.1	Supervise Maintenance Shop programs		*	*	
D.2	Implement Electromagnetic Environmental Effects (E3) Program			*	
D.3	Prepare electronic maintenance related messages/correspondence		*	*	
D.4	Conduct Performance Assurance Reviews			*	
D.5	Supervise use of cryptographic materials		*	*	

Duty Areas

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INDIVIDUAL QUALIFICATIONS SUMMARY
TACTICAL DATA SYSTEMS ADMINISTRATOR (MOS 5974)

NAME / SSN_____ Granted MOS 5974 _____/_____ Level II Completed _____/_____

Level III Completed _____/_____

Level IV Completed _____/_____

DUTY	DESCRIPTION	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A.	GENERAL, OPERATIONAL AND SAFETY DUTIES				
A.1	Maintain Marine Corps authorized software	*		*	
A.2	Write advanced script files	*		*	
A.3	Manage Tactical Data Systems performance	*			*
A.4	Configure multiple Tactical Data Systems Network		*	*	
A.5	Plan Tactical Data System Network architecture	*			*
A.6	Deploy a maintenance facility			*	
A.7	Supervise the preparation of equipment for embarkation			*	
A.8	Coordinate communications security material system support		*	*	
A.9	Recommend T/E changes	*		*	
A.10	Develop Maintenance Standard Operating Procedures (SOP)			*	
A.11	Plan MACCS Maintenance Support	*		*	
A.12	Coordinate the planning of power distribution and grounding				
B.	SCHEDULED AND UNSCHEDULED MAINT DUTIES				
B.1	Perform troubleshooting of Tactical Data System to the SRU	*			
B.2	Troubleshoot Tactical Data Information Links (TADIL)	*			
B.3	Perform Limited Technical Inspection (LTI) on MACCS equip			*	
B.4	Direct Maintenance Actions			*	
B.5	Perform advanced soldering on electronic components	*		*	
C.	MAINTENANCE ADMINISTRATION DUTIES				
C.1	Maintain Turnover Folder			*	
C.2	Request new equipment in service	*		*	
D.	MAINTENANCE PROGRAMS				
D.1	Supervise Maintenance Shop programs		*	*	
D.2	Implement Electromagnetic Environmental Effects (E3) Program			*	
D.3	Prepare electronic maintenance related messages/correspondence		*	*	
D.4	Conduct Performance Assurance Reviews			*	
D.5	Supervise use of cryptographic materials		*	*	

Tasks

Record Jacket Contents

- Duty Area
- Skill Progression Level Definitions
- Individual Qualifications Summary
- **Individual Qualifications Record**
    - –Breakout of each task and steps
    - –Directly from ITS
      Order

INDIVIDUAL QUALIFICATION RECORD
TACTICAL DATA SYSTEMS ADMINISTRATOR (MOS 5974)

B. SCHEDULED AND UNSCHEDULED MAINTENANCE DUTIES

B.1 **Perform troubleshooting of Tactical Data Systems to the SRU**

TASK	TASK DESCRIPTION	REFERENCE	LEVEL
A-1	Identify hardware problems using diagnostic hardware / software	Essential System Administration	*
A-2	Take appropriate actions to resolve the tactical data system	Essential System Administration	*

- Task from ITS Order

- Steps to accomplish ta

B.2 **Troubleshoot Tactical Data Links**

TASK	TASK DESCRIPTION	REFERENCE	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A-1	Liaison with outside agencies	Ops Order	*		*	
A-2	Consult Annex K	Ops Order	*		*	
A-3	Consult with the CMS Callout	Ops Order	*		*	
A-4	Consult with the ICO	Ops Order	*		*	
A-5	Implement corrective action	Ops Order	*		*	

B.3 **Perform Limited Technical Inspection (LTI) on MACCS equipment**

TASK	TASK DESCRIPTION	REFERENCE	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A-1	Adhere to safety requirements	Applicable TM			*	
A-2	Perform SL-3 Inventory	Applicable TM			*	
A-3	Test equipment utilizing BIT, BITE or TMDE	Applicable TM			*	
A-4	Ensure proper handling of static sensitive component	Applicable TM			*	
A-5	Measure circuit parameters	Applicable TM			*	
A-6	Record faults on ERO	Applicable TM			*	
A-7	Determine appropriate maintenance actions required	Applicable TM			*	
A-8	Perform maintenance close-out procedures	MCO P4790.2			*	

B.4 Direct Maintenance Actions

TASK	TASK DESCRIPTION	REFERENCE	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A-1	Direct maintenance personnel	MCO P4790.2			*	
A-2	Manage maintenance resources	MCO P4790.2			*	
A-3	Control maintenance production	MCO P4790.2			*	
A-4	Maintain reports and records	MCO P4790.2			*	

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Record Jacket Contents

- Duty Area
- Skill Progression Level Definitions
- Individual Qualifications Summary
- Individual Qualifications Record
- **Individual Experience Data Sheet (A**
    - Document formal training
    - Document unit work experience

ITSS (MATMEP)

APPENDIX A

INDIVIDUAL EXPERIENCE DATA SHEET

FORMAL SCHOOLS		UNIT EXPERIENCE DATA			
		UNIT	SHOP	BILLET	FROM/TO DATE
SCHOOL NAME					
DATE					

COMMENTS:

APPENDIX A-1

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Record Jacket Contents

- Duty Area
- Skill Progression Level Definitions
- Individual Qualifications Summary
- Individual Qualifications Record
- Individual Experience Data Sheet (Appendix A)
- **Work Center Summary (Appendix C)**
  – Gives supervisor a quick reference to Marine's capabilities or training deficiencies in MOS.

WORK CENTER SUMMARY
TACTICAL DATA SYSTEMS ADMINISTRATOR (MOS 5974)

WORK CENTER NAME/NUMBER_____

NAME / MOS	Level	A.1	A.2	A.3	A.4	A.5	A.6	A.7	A.8	A.9	A.10	A.1
	II											
	III											
	IV											
	II											
	III											
	IV											
	II											
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	III											
	IV											
	II											
	III											
	IV											
	II											
	III											
	IV											

Work Section
Tasks
Marine

APPENDIX C-1

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Questions???

The Military Pilot as seen by...

His Commanding Officer

His Crew

His Maintenance Officer

Himself

His Wife

His Fellow Pilots